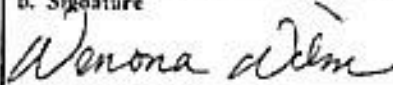
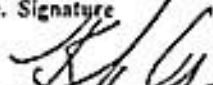


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Seattle, Washington		2. POSITION NUMBER 42997	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation	b. Title Environmental Protection Specialist	c. Pay Plan GS	d. Series 0028	e. Grade 13	f. CLC
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Grass, Running			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Ecosystems, Tribal and Public Affairs		g.			
c. Community Engagement and Environmental Health Unit		h. Employing Office Location: R10			
d.		i. Organization Code 91089000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Wenona Wilson, Community Engagement and Environmental Health Unit		d. Typed Name and Title of Second-Level Supervisor Kate Kelly, Director, Office of Ecosystems, Tribal and Public Affairs			
b. Signature 	c. Date 3/20/12	e. Signature 	f. Date 3/29/12		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 01 Low <input type="checkbox"/> 02 Moderate <input type="checkbox"/> 03 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code	
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature		j. Date
11. REMARKS <div style="text-align: center;">Due to reorganization Previously Classified New Coversheet Only</div>					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Region 10, Seattle, WA		POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
Official Allocation	b. Title	c. Service	d. Series	e. Grade	f. CLC
	Environmental Protection Specialist	GS	0028	013	
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATION, TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
Office of Ecosystems, Tribal and Public Affairs			Running Grass		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Ecosystem & Community Health Unit			f.		
c.			g.		
d.			h. Organization Code 910896-01		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> (S) First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> (A) An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the constant exercise of independent judgment.					
<input checked="" type="checkbox"/> (M) A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> (B) A management official (as defined in Section 7103(e)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> (T) "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> (N) None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the Position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Judith Lee, Manager, Ecosystem & Community Health Unit, OETPA			Richard B. Parkin, Acting Director, Office of Ecosystems, Tribal and Public Affairs		
b. Signature		c. Date	e. Signature		f. Date
Richard B. Parkin		9/8/2009	Richard B. Parkin		9/8/2009
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade		b. Fair Labor Standards Acts <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
c. Functional Code		d. Bargaining Unit Code		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug test: (_____)	
				f. Signature Amin	
				g. Date 9-8-09	
11. REMARKS/STATEMENT OF DIFFERENCE					
New Cover Sheet FLSA changed based on agency review.					

Environmental Protection Specialist
GS-028-13
PD# 42997

Incumbent serves as Environmental Justice Program Manager in the Office of Civil Rights and Environmental Justice located in Office of Management Programs, Region 10. Assists Director of the Office of Civil Rights and Environmental Justice and the RA/DRA and senior management in establishing and maintaining an Environmental Justice Program, and in establishing and maintaining relationships between Region 10 and Environmental Justice stakeholders.

The incumbent is responsible for developing and implementing the Environmental Justice Program goals and objectives in accordance to the President's Executive Order 12898. The Environmental Justice Program in Region 10 is in a "start-up" phase with the complexity of developing the program goals and objectives, creating and nurturing the internal and external networks, establishing a presence within the Region and in the external EJ communities, developing a integrated training program and delivery system, and, in particular, integrating Environmental Justice throughout Regional programs.

The incumbent is also responsible for program planning and development, evaluation and tracking, coordination/integration of program activities, outreach and education, and represents the Agency at public meetings, symposiums and conferences.

The Environmental Justice program cross-cuts environmental program boundaries and involves extensive outreach both within and outside the Regional Office. The EJ Program is responsible for a variety of functions, including: implementing goals and objectives consistent with the President's Executive Order 12898 and other directives and guidance such as EPA Administrator guidance; ensuring that programs and divisions in the Agency develop and implement environmental justice strategies; conducting community outreach efforts to assist in the identifying environmental justice issues and strategies to address them; managing the EJ small grants program; monitoring and tracking national and state environmental justice legislation; and developing models for achieving environmental justice.

Major Duties and Responsibilities:

1. EJ Program Management:

Serves as a program manager with responsibility for planning, organizing, directing and coordinating the development of programs requiring diverse creative and support efforts from Headquarters, academia, contractors, design agents or laboratories. Creating and maintaining a diverse network of internal and external resources to bring to bear on complex programmatic and environmental justice problems. Responsible for designing, coordinating, enrolling and implementing the integration of environmental justice into Region 10's core environmental programs.

Devises plans and procedures for accomplishing organizational goals and objectives. Proposes strategies and specific courses of action which appear most promising for achieving identified goals and objectives. Evaluates future trends and identifies resources which will be necessary for future program accomplishments. Identifies and evaluates prospective problem areas and proposes solutions and alternatives for circumventing or surmounting such problems. Identifies and specifies requirements for progress reporting, key evaluation points, milestones, internal/external coordination, administrative

support and technical support.

Works with regional divisions and programs to develop an integrated (geographic and program specific) approach that proactively solves/resolves Environmental Justice issues. Helps facilitate meetings and works on teams to address multi-media program coordination. Works to integrate issues across program lines, bringing together key Regional staff and Environmental Justice stakeholders. Using a community-based approaches, identifies multi-media, strategic opportunities, partnerships and collaborations among agencies and Environmental Justice stakeholders. Builds relationships and communication links to impact EPA issues before they become problems; ensures the flow of information between EPA and Environmental Justice Stakeholders is unimpeded and de-layered.

2. Community Involvement:

Develops and maintains key and critical relationships with Environmental Justice Communities and their leaders and representatives including tribal governments (250 in Region 10). Identifies communication needs and develops informational materials that inform appropriate organizations of the Agency's policies, programs, services and activities. Plans, coordinates and evaluates the effectiveness of both information and communication programs in furthering Agency goals; advises Agency management on policy formulations and the potential public reaction to the proposed policies; and /or serves as an Agency liaison or focal point with various governmental entities, academic communities or local and private organizations.

Identifies communication needs and works on developing written materials on EPA's policies, programs, services, and activities. Evaluates the effectiveness of both information and communication programs in furthering Agency goals; advises Agency management on policy formulation and potential public reaction to proposed Environmental Justice policies; and/or serves as an Agency liaison or focal point with various governmental, local and private organizations. Develops formal and informal communication strategies for Environmental Justice issues.

3. Policy Development

Developing and recommending Region 10 Environmental Justice policies and procedures to support integration of EJ into environmental programs and assisting communities and other EJ communities in meeting their EJ objectives. Assists the Office Director in developing and evaluating national policy options. Formulates and administers plans and policies designed to meet program objectives or meets with policy-makers and assists them in formulating policy in sensitive and difficult areas. Coordinates with agency offices and other federal and state agencies in order to study and evaluate alternative measures and program options. Coordinates development of special projects to evaluate options or impacts of possible policy directions and develops schedules for evaluation of policy options.

4. Environmental Protection/Oversight

Provides advice and assistance to state and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs and the development and review of related grant proposals. Reviews, analyzes and recommends modifications of plans developed by states to implement various provisions of federal environmental standards; develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning and

similar activities. Reviews, analyzes and coordinates preparation of comments on environmental impact statements, develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water and/or land resources, and conducts studies to identify environmental justice problems.

Other duties as assigned. *

Factor Evaluation Statements (FES) Factors:

1. Knowledge required by the Position, Level 1-8, 1550 points

- Mastery of the principles, practices and theories of a specific field to serve as an authority in identifying, defining and resolving critical problems in the specialty area and applying new developments in making decisions and recommendations which significantly change, interpret or develop important public programs.
- Expert knowledge and skills to evaluate new/existing programs and issues; to analyze and synthesize information from a variety of sources and communicate key concepts simply and effectively to develop and maintain key and critical relationships with Environmental Justice Communities and their leaders and representatives including tribal governments (250 in Region 10).
- Expert knowledge of program principles and procedures to a wide range of duties in one or more program areas, to solve complex problems involving diverse aspects of environmental protection modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular situations to effectively develop and recommend Region 10 Environmental Justice policies and procedures to support integration of EJ into environmental programs and assisting communities and other EJ communities in meeting their EJ objectives
- Knowledge and skill to evaluate and develop the effectiveness of both information and communication programs in furthering Agency goals; advises Agency management on policy formulation and potential public reaction to proposed Environmental Justice policies; and/or serves as an Agency liaison or focal point with various governmental, local and private organizations.
- Facilitation skills with an emphasis on consensus building ability to develop and create problem-solving strategies; public speaking and represent the Agency
- Detailed knowledge of Environmental Justice principles to provides advice and assistance to state and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs and the development and review of related grant proposals.
- Ability to effectively communicate orally and in writing, with senior level managers, environmental justice stakeholders, State and Local officials, EPA's constituents and the public. Prepares briefings and written material designed to foster the support and understanding by

Environmental Justice stakeholders of the Agency's environmental recommendations, policy or decisions affecting them.

- Skill to review, analyze and recommend modifications of plans developed by states to implement various provisions of federal environmental standards; develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning and similar activities
- Skill in negotiating effectively with a wide variety of interested and affected parties, creating and maintaining effective working relationships with tribes, other government agencies and the public.
- Skill in effective oral and written communication in order to convey complex information and sometimes controversial issues to professional and general audiences.

2. Supervisory Controls, Level 2-4, 450 points.

The supervisor provides administrative direction, giving assignment in terms of broadly defined missions or functions. The incumbent independently plans, designs, and carries out equal employment opportunity projects and studies. The incumbent works under minimal supervision with assignments given in terms of the general area of emphasis, overall goals and resources available. The incumbent, having acquired expertise in a specialty area, is responsible for planning and executing assignments, selecting appropriate techniques and methodology and determining approach to be taken. The incumbent is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The incumbent interprets and applies program policy and keeps supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching implications.

Results of work are considered technically authoritative and are normally accepted without change. The work is reviewed for fulfillment of program objectives.

3. Guidelines Level 3-4, 450 points.

Guidelines consist of basic programmatic and administrative policy statements concerning the issue or problem of Environmental Justice including President's Executive Order 12898 and other directives and guidance such as EPA Administrator Guidant. The incumbent uses judgment and discretion in interpreting and revising existing policy/regulatory. The incumbent must interpret or adapt available guidelines because they lack specificity for many applications e.g., Service/agency policies, Federal and other government laws and regulations, scientific and technical references, and administrative policies and precedents.

Incumbent is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or to resolve situation where precedents are not available or applicable.

4. Complexity Level 4-5, 325 points

The Environmental Justice Program in Region 10 is in a "start-up" phase with the complexity of developing the program goals and objectives, creating and nurturing the internal and external networks, establishing a presence within the Region and in the external EJ communities, developing a integrated

training program and delivery system, and, in particular, integrating Environmental Justice throughout Regional programs.

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives and priorities into regional application; or, involve developing material to supplement and interpret Headquarters guidelines.

Decisions about how-to proceed in planning, organizing, and conducting work assignments are complicated by conflicting internal and external organizational goals and objectives; Assignments The work requires originating new techniques, establishing criteria or developing new information.

5. Scope and Effect, Level 5-4, 225 points

The purpose of the work is to serve as a technical authority and provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination or negotiation of major consequence. Assignments typically involve problems that are particularly difficult, widespread or persistent, or that are systemic to major systems or processes. The work products influence the effectiveness and acceptability of environmental protection systems/programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operations of other agencies. Projects and studies require in-depth analysis of issues related to concerns of Environmental Justice Program and efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

6. Personal contacts, Level 6-3, 60 points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

7. Purpose of Contacts, Level 7-3, 120 points

Contacts are for purposes of collecting exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

8. Physical Demands, Level 8-1, 5 points

The work is primarily sedentary in nature but also requires local and national travel and transportation of training materials.

9. Work Environment, Level 9-1, 5 points

Work is generally performed in an office environment with travel to attend meetings, symposia, training courses or conferences. Field visits may also frequently be necessary.

Total Points = 3190